

LAGRANGE
COLLEGE

HILLTOPICS

Student Handbook
1997-1998



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IMPORTANT DATES

FALL

Sept 7,8,
New Student Orientation
Sept 8
Registration
Activity Fair 6:00 p.m.
Sept 10
All Classes Begin
Opening Convocation
Sept 9-14
Sorority Rush
Sept 11
SGA Pizza Fest
Sept 12
End of drop/add
Last day for late registration 5:00 p.m.
No refund for individual classes dropped after this date. "I" grades must be changed to permanent grades.
Sept 16-21
Fraternity Rush
Sept 16,17,18
COMP Test
Sept 30
Last day to drop a class with an automatic "w"
Oct 3
Freshman Election Meeting
Oct 10
Midterm
Oct 15
Homecoming Court Elections
Oct 18
Visiting day for parents of new students.
Homecoming
Nov 11
Last day to drop a class.
Nov 17
Last day of class.

WINTER

Jan 4
Residence halls open
Jan 5
Registration for day & night classes
Jan 6
Classes begin (day & night)
Jan 9
End drop/add. Last day for late registration 5:00 p.m. No refund for individual classes dropped after this date. "I" grades must be changed to permanent grades.
Jan 13
COMP Test
Jan 26
Last day to drop a class with an automatic "W"
Feb 6
Midterm
Quadrangle Dance
Mar 9
Last day of class
Mar 10
Reading Day
Mar 11,12,13,14
Exams
Mar 16-20
Spring Break

SPRING

Mar 22
Residence halls open
Mar 23
Registration
Mar 24
Classes begin
Mar 27
End drop/add. Last day for late registration 5:00 p.m. No refund for individual courses dropped after this date. "I" grades must be changed to permanent grades.
Apr 10
Good Friday. Classes end and offices close at noon. Last day to drop a class with an automatic "W"
Apr 13
Easter Monday
Faculty Workshop. No day classes; night classes will meet.
Apr 15
SGA Executive Committee Election
Apr 23
Midterm
Apr 29
Honors Celebration
Apr 30
Community Day
May 2
May Day
Parents' Day
Senate Elections
May 4-8
Greek Week
May 20
Last day to drop a class
May 27
Last day of class

STUDENT DEVELOPMENT

Introduction

Recognizing that a student's college experience needs to be supported and nurtured by people and events inside and outside the classroom, the Office of Student Development promotes academic, cultural, emotional, social, spiritual, and wellness programs to ensure student success. The goals of the Office of Student Development include developing effective and efficient services and programs for students through the various components within Student Development; integrating student affairs and academic affairs; directly involving students in the affairs of the institutions; encouraging a sense of community among students, faculty, and increasing accessibility of LaGrange College to a wide variety of persons. The Office of Student Development, located in Callaway Center, is headed by the Dean of Student Development. Components and services include: Career Center, Greek Affairs, Residence Life, Counseling, Spiritual Life, Student Activities, Student Health Center, College 101, and Traffic and Safety.

Student Development Office

This office is the focal point for student concerns. The staff works to gain and maintain good communication and working relationships among and between students, faculty, and administrators. The office of Student Development is located just inside the main entrance to the Callaway Center.

Career Center

The Career Center is located on second floor in the north wing of Callaway Center and provides career planning, and job placement services for all LaGrange students and alumni.

Career planning services include individual career and vocational counseling plus group seminars covering career planning, job search skills and techniques. The center also features

a career library and audio-visual aids so that students can explore career or research specific companies. SIGI-Plus is a computerized, on line career exploration system containing detailed information on over 1,000 occupations.

Job Placement: On-campus interviews are offered each quarter; some 60 employers conduct interviews annually, but students must be registered with the center. In addition, the center receives many immediate job opening listings each week and are available in the center. The center also sponsors a Career Fair to bring employers to campus to talk to students about careers and jobs.

Residence Life

The residence life unit of Student Development is responsible for the daily operation in halls as well as the management of the professional and student staff. The Residence Life Office seeks to create and maintain an environment that fosters intellectual, social, and emotional growth. The staff works to provide a safe and comfortable living environment encouraging respect, personal responsibility, and individual rights. This office is also responsible for handling applications for student housing, student room assignments, summer housing and conference operation. Maintenance/Housekeeping is responsible for maintenance of furniture and equipment as well as housekeeping in the residence halls.

Counseling

The counseling center, located in the north wing of second floor of Callaway Center offers a variety counseling and student development services to students. The staff strives to help students make the most of themselves as developing persons, be more effective in their relationships with others, understand feelings and behavior, and enhance positive traits. Discussions are confidential in keeping with professional standards. Leadership training issue workshops and other student concerns are addressed in group settings or workshops.

Spiritual Life

LaGrange College is affiliated with the United Methodist Church and seeks to create an environment distinguished by a faith in God and by an understanding of humankind's place in the universe. The college experience provides an opportunity for students to assess and develop his or her own values system. Traditional beliefs and values may be questioned and challenged. Religious organizations provide students an opportunity to discuss and explore their beliefs and views in a supportive and non-threatening environment. Further, such organizations enable students to continue their own personal practice of religious devotions, fellowship and worship. The College chaplain advises religious organizations.

Student Activities

Under the direction of the Associate Dean the Student Activities unit is dedicated to enriching the collegiate experience of LaGrange College students while improving the quality of college life. The schedule of activities provides for programs and services designed to enhance the personal, social and intellectual growth of students. These services are offered through various functional areas including Student Government Association, Greek Affairs, as well as Residence Life, Spiritual Life and Counseling.

Student Government Association

The Student Government Association at LaGrange College exists to provide the student body with a means to deal with the affair of students and a forum for the expression of student views and interests concerning student life within the College. The Executive Committee serves as the campus programming committee; the Student Senate is responsible for control of finances of SGA; the Judicial Committee acts as the highest student judicial body in cases involving students and student organization.

Greek Affairs

The Associate Dean of Student Development oversees the activities of the six sororities and fraternities on campus as well as the Panhellenic Council (the governing body for

sororities), the Interfraternity Council (the governing body for fraternities). LaGrange College has an active and growing Greek community dedicated to the idea of developing leadership, social skills, community service, friendship and academic excellence. Approximately 25% of undergraduates belong to Greek organizations.

Health Center

The Health Center provides quality outpatient medical care, allergy injections, first aid, personal health counseling, health education programs to the LaGrange College Community. Most services are provided free of charge, some with a modest fee.

The center is staffed with a registered nurse who can assist with physician referrals and can provide nutrition and stress management counseling as well as help in developing a healthier lifestyle.

The Center is located at the east end of Hawkes Hall and hours are posted on the door.

Traffic and Safety

LaGrange College recognizes the importance for an institution of higher learning to develop and maintain a safe and secure environment in which the academic and social pursuits of its members can be fully realized.

The parking and traffic plan and the comprehensive campus safety plan are both administered from the Student Development Office. More detailed information is available in another section.

College 101

College 101: Gateway to Success is a 2 credit hour course designed to aid the student in the process of transition from high school, work or other area into college. In this course freshmen develop into a cohesive, mutual trust group where they can share their concerns and questions about college life. The facilitators for the College 101 sections are specially selected and trained for working with freshmen. In addition a Very Important Peer (VIP) is assigned to each class. The dimension of a peer educator is obviously very beneficial.

Alcohol and other Drugs

As members of the College community, we recognize that we have an obligation to examine critically the issues surrounding drug and alcohol abuse on campuses, to provide appropriate institutional responses, and to promote responsible personal decisions. Community members have the right to live, work, learn and study in an environment free from the damaging effects of drug and alcohol abuse. To this end, LaGrange College sponsors a variety of programs and provides information and resources regarding drug and alcohol abuse. In addition, the College's policies for faculty, staff and students are consistent with federal and local law and reinforce the belief that people are accountable for their own actions.

This section summarizes the health risks associated with drug and alcohol abuse and resources for addressing drug and alcohol abuse.

Health Risks Associated with Substance Abuse

Throughout time, drugs have been a great source of comfort and healing as well as refuge and destruction. This ancient paradox of the cure also being the curse is played out daily in our society. Many of us begin the day with a cup of coffee or tea, which contains the stimulant caffeine. Or, we may relax with friends while drinking beer, which contains alcohol - a depressant. Cigarettes contain nicotine, a highly addictive substance which perpetuates the cycle of smoking well known to cause lung cancer.

Caffeine, alcohol and tobacco are commonly used drugs. Although some are regulated, they are not per se illegal. It is important to realize that for some people, even these illicit drugs taken in moderation can produce serious health risks, and under certain circumstances, these drugs can prove as insidious and damaging as some illegal substances.

Some illicit drugs and controlled substances have valid pharmaceutical uses. When properly administered by a physician their effect can be beneficial, yet, as with the licit drugs mentioned above, these same drugs can also prove damaging. Other substances, such as inhalants and analogs, have no legitimate claim to healing. Their use is by definition abuse, and

the results are unpredictable and sometimes fatal.

Regardless of the licit or illicit status of a substance, abusing drugs is never beneficial; physically, socially, psychologically, or economically.

The following discussion provides a listing of common drugs and substances along with the associated physical, psychological and correlational effects and risks. Keep in mind that the effects and risks may vary depending upon dosage, frequency of use, duration of use, combination with other substances, as well as the age, sex and health of the person.

Physical Health Risks

Depressants - (Quaaludes, barbiturates, tranquilizers, and alcohol)

Health Risks:

General - depression of the central nervous system, slow response time, loss of rational judgement, decreased coordination and motor skills, death. These drugs are particularly dangerous when combined.

Alcohol - Fetal Alcohol Syndrome, metabolic changes (e.g. hypoglycemia, elevated triglycerides), cancer of the mouth, pharynx, larynx, esophagus, and liver, heart disease, nervous system damage, gastrointestinal disorder (e.g. peptic ulcers, pancreatitis, gastritis), liver damage (e.g. alcoholic hepatitis, cirrhosis, and fat accumulations), death from overdose (2,000 per year in U.S.), blackouts, accidental injuries, anemia.

Narcotics (heroin, methadone, codeine, morphine, meperidine, opium, and other)

Health Risks:

General - nausea, vomiting, convulsion, coma, possible death. The use of contaminated syringes may result in disease such as AIDs, endocarditis and hepatitis. Addiction during pregnancy can lead to premature, stillborn or addicted infants.

Stimulants (caffeine as found in coffee, tea, soft drinks, diet and caffeine pills; cocaine; crack; amphetamines such as benzedrine, dexedrine, methadrine - speed)

Health Risks:

Caffeine - increased motor activity, demisit small muscle coordination and timing, insomnia or restlessness and disturbed sleep, increased basal metabolic rate, increased urination, premature systoles heat palpitation, tachycardia, gastrointestinal irritation, ulcers, diarrhea, constipation (from high tannin content

of tea) mild delirium, auditory and visual disturbances.

Cocaine - (highly addictive) elevated blood pressure, increased temperature, nosebleeds, erosion of the nasal septum, paranoia, nervousness, insomnia, malnutrition, tactile hallucinations, seizures, convulsions, death from effect on cardiac function and respiration.

Crack - (highly addictive) dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucination, paranoia, seizures, agitation, increased temperature, convulsions, possible death from cardiac arrest.

Amphetamine - elevated blood pressure, nervousness, hyperactivity, insomnia, malnutrition, acute psychoses.

Hallucinogens (phencyclidine - PCP, lysergic acid diethylamide - LSD, mescaline-peyote, psilocybin - mushrooms, marijuana).

Health Risks:

PCP - unexpected psychotic episodes, perceptual distortions, sense of estrangement, poor muscular coordination, impaired speech, long term persistent memory and speech impairments, depression, anxiety, violent behavior, hallucination, coma, heart failure, lung problems, ruptured blood vessels in the brain, death.

LSD - peyote mushrooms - illusions, hallucination, increased temperature and heart rate, elevated blood pressure, loss of appetite, insomnia, tremors, panic, confusion, paranoia, loss of control, long term persistent flash backs, psychosis, dementia.

Marijuana - perceptual distortion of time, increased heart rate, dilation of blood vessels, loss of short term memory, impaired comprehension, decreased visual perception and psychomotor skills, loss of motivation, fatigue, chronic bronchitis, decreased vital lung capacity, lung cancer, lower levels of testosterone and increased abnormal sperm in men, paranoia, psychosis.

Inhalants (nitrous oxide, amyl nitrate, butyl nitrite, chlorohydro carbons, hydro-carbons-found in aerosol sprays, solvents, chemicals and gasoline).

Health Risks:

General - Nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination, loss of appetite, decreased heart and respiratory rates, impaired judgement, violent behavior, disorientation, rapid pulse, headaches, incontinence, hepatitis, renal and hepatic damage, peripheral neuropathy, convulsions,

encephalopathy, cardiac arrhythmia, ataxia, chorea, tremors, organic lead encephalopathy, myopathy, brain hemorrhage, unconsciousness, death from asphyxiation.

Designer Drugs or Analogs (synthetic chemical modification of older drugs, sometimes several hundred to several thousand times stronger than the drugs they are designed to imitate.)

Health Risks:

General - depression, anxiety, paranoia, illusions, hallucinations, impaired perception, tremors, drooling, impaired speech, paralysis, irreversible brain damage, death.

Smoking (cigarette smoking in particular, cigar and pipe smoking to a lesser extent.)

Health Risks:

General - Nausea, vomiting, peripheral vasoconstriction, tachycardia elevated blood pressure, increased risk of heart disease as well as chronic bronchitis and emphysema decreased life expectancy, increased potential for serious adverse effects in women taking oral contraceptives, lung cancer and other cancers (mouth, larynx, esophagus, bladder, pancreas, kidney). When used during pregnancy: premature and low birth weight babies, increased risk of miscarriage and still birth, hyperirritability, and hyperkinesia in infants.

Psychological Effects/Signs of Substance Abuse

The following list provides some common manifestative and indications of problem substance abuse.

Memory failure while intoxicated

Psychological dependency

- "High" important
- Decision on activities based on drug availability
- Solitary use
- Self - administration or alteration of dose of medical drugs.
- Medicinal ingestion of social drugs.
- Personality changes
- Manipulation to accommodate drug use.

Mental Obsession

- Anxiety about supply (hoarding, hiding)
- Frequent conversation about drugs
- Fascination with alcohol/drug subculture
- Sneaking or stealing drugs
- Loss of interest in other pursuits

- Indecision, ambivalence, procrastination
- Rigid defense system**
- Defensiveness, denial, minimizing
- Rationalization, blaming others, justification
- Delusion**
- Sincere denial and conviction that all is well
- Conviction of control over usage
- Grandiosity paranoia, indignation, self-pity
- Emotional compulsion**
- Restlessness, anger at any interference in drug usage
- Impulsive use, changes in plans
- Unkept promises to quit
- Emotional liability**
- Abrupt mood swings
- Tearful or euphoric episodes
- Extreme variation in level of activity
- Feelings of resentment, jealousy, paranoia, depression
- Alienation, isolation, inadequacy, worthlessness, doom, and guilt
- Outbursts of rage or suicidal gestures when drinking
- Social difficulties**
- Difficulties at work: missing classes, doing poorly
- Problematic relationships with friends, partner, parents
- Few friends, most friends are users
- Legal difficulties
- Financial instability
- Loss of interest in activities not associated with use
- Rigid negative attitudes**
- Negative thought, hypercritical, suspicious of others
- Stubborn, rigid
- Hatred posture, aloof, "locked in" loneliness
- Despair
- Poor self image**
- Destructive behavior
- Apologies, promises, excuses
- Over compensation (perfection attacks)
- Grandiosity/inadequacy
- Suicide attempts

Other Risks Associated with Substance Abuse

In addition to the physical and psychological health risks outlined earlier, it is important to note that substance abuse has been shown to have a correlation to the following behaviors and situation:

- Impaired learning

- Violence
- Injuries
- Accidents
- Drunk driving
- Acquaintance rape
- Unwanted pregnancies
- Sexually transmitted diseases

Resources in Dealing with Substance Abuse

Early recognition and treatment of alcohol and drug abuse are important for successful rehabilitation and reduced personal, family and social disruption. The College encourages and supports the earliest possible diagnosis and treatment for substance abuse. Whenever feasible, the College will assist students in overcoming alcohol and drug abuse. However, the decision to seek diagnosis and accept treatment for any problem remains primarily the individual's responsibility.

Counseling/Treatment Resources

A number of counseling and treatment options are available to students at LaGrange College. All counseling is confidential (except as otherwise required by law in cases of child abuse or when the person presents a clear and present danger to him/herself or others). Students are encouraged to seek counseling and/or treatment in dealing with personal issues of substance abuse relating to themselves, their friends or their families. Specific counseling and/or treatment may be required of students as a result of conduct concerns or proceedings.

The following is a list of available counseling treatment resources:

Counseling Center: Individual and small group counseling sessions are available depending upon the specific needs of the students. Referrals are made to off-campus provider when the individual requires long-term or specialized assistance beyond the scope of the center staff. For more information or an appointment, call 812-7313.

College Chaplain: Clergy is available for personal counseling and may refer students to other resources as appropriate. for information or appointment call 812-7334.

Student Health Center: A nurse and health

educator is available for personal nutritional and health counseling. Reference to other counseling services are provided. For information or an appointment, call 812-7267.

Programs

Programs offered through the Student Development Office and other units focus on education, wellness, prevention and personal choice. Workshops and seminars are provided within the residence halls, as a part of College 101, during National Collegiate Alcohol Awareness Week and Drug Awareness Week, through Greek letter organization and throughout the year on an ad hoc basis. Health Center relating to alcohol and drugs can be prepared to meet the needs of any particular group. For more information, please contact the Counseling Center at 812-7313, Student Activities at 812-7268 or the Student Health Center at 812-7267.



STANDARD OF ETHICAL CONDUCT

Preamble

Honesty, integrity, and caring are essential qualities of an educational institution, and the concern for values and ethics is important to the whole educational experience. Individual students and faculty and staff members, as well as the college's formal organization must assume responsibility for these qualities. The concern for others and ethics should be expressed in classes, seminars, laboratories, and, in fact, in all aspects of college life. By definition, the college community includes members of the faculty, staff, and administration as well as students.

Education at LaGrange College is not an ethically neutral experience. The College stands for, and seeks to inculcate high standards. Moreover, the concern for values goes well beyond the observance of rules.

A college is a place where self-expression, voicing disagreements, and challenging outmoded customs and beliefs are prized and honored. However, all such expression and challenges need to be civil, manifesting respect and concern for others.

As a major sector in the community, students are expected to follow the college's rules and regulations that by design, seek to promote an atmosphere of learning. The other sectors, faculty, staff, and administration, are expected to provide encouragement and leadership as well as example.

While the college seeks to educate and encourage, it also has a responsibility to restrict any behavior that adversely affects others or is contrary to the pursuit of knowledge.

The purpose of this Standard of Ethical Conduct is to summarize what is expected of the members of the college community. Existing college documents address these concerns in greater detail.

I Academic Honesty

LaGrange College requires all members of its community to be honest in all their endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge are diminished by cheating, plagiarism, and other acts of academic dishonesty. In addition, every dishonest act in the academic environment affects other students adversely, from the skewing of the grade curve to giving unfair advantage for honors or job referral or

graduate school admission. Therefore, the college will take severe action against dishonesty.

A. Student Responsibility

Students should commit themselves to be honest in all academic work. In addition, students should report any condition that facilitates dishonesty to the class instructor, the department chair, the dean of the college, or the Judicial Council of SGA.

B. Faculty Responsibility

Faculty members have a duty to promote honest behavior and to avoid practices and environments that foster cheating in their classes. Teachers should encourage students to bring negative conditions or incidents of dishonesty to their attention.

C. Administration Responsibility

As highly visible members of our academic community, administrators should be ever vigilant to promote academic honesty and conduct their lives in an ethically exemplary manner.

II Alcohol and Drugs

The use of alcohol and other drugs can have a negative impact on judgements and reaction, health and safety, but may lead to legal complications as well.

A. The College's Role

The college's principle role is to engage in education which leads toward high standards and respectful conduct. When those are compromised, it will take action against organizations violating rules regarding alcohol and against individuals violating either the law or college policy concerning alcohol. The college will deal severely with students convicted of the illegal possession, use, or sale of drugs.

B. What the College Community can do to prevent alcohol abuse and drug use.

Students can help control substance abuse by

declining to use or condone the use of drugs and by insisting that organizations and individuals use alcohol within the law and adhere to college policy. Students should make an effort to prevent persons who have abused alcohol or used drugs from harming themselves or others, especially in driving a motor vehicle, and should encourage those needing professional help to seek it.

The same standards and regulations apply with equal force to members of the faculty, staff and administration.

III Relations Between People and Groups

One of the major benefits of higher education and membership in the college community is greater knowledge of and respect for religious, racial, cultural and other groups. Indeed, genuine appreciation for individual differences and cultural diversity is essential to the environment of learning.

Another major aspect of the college's life involves sexual relationships. Sexual attitudes or action which are intimidating, harassing, coercive, or abusive, or that invade the right to privacy of the individual are not acceptable. Organizations or individuals that adversely upset the delicate balance of communal living will be subject to disciplinary action by the college. Only in an atmosphere of equality and respect can all members of the college grow.

IV Service to Others

An important outcome of a LaGrange College education should be a commitment to serving other people. This sense of service should be encouraged throughout the institution by faculty administration, staff, and students. Through experience in helping individuals and the community, student can put into practice the values they learn in the classroom.

Education at LaGrange College is not an ethically neutral experience. The entire college community should dedicate itself to realizing the vision that a center of learning is a beacon that by directing itself to the highest values, guides and encourages the society to do the same.

STUDENT CODE OF CONDUCT

Introduction

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. This College has a duty to develop policies and procedure which provide a safeguard to this freedom.

By registering at LaGrange College, the student neither loses the rights nor escapes the duties of a citizen. Each student should conduct his/her personal life in the context of mutual regard for the rights and privileges of others. Therefore it is expected that students will demonstrate respect for the law and for the necessity of orderly conduct in the affair of the campus community.

Students are responsible for being fully acquainted with the college catalog, handbook, and other regulations relating to students and for complying with them in the interest of an orderly and productive community. Failure or refusal to comply with the rules and policies established by the College may subject the offender to disciplinary actions up to and including permanent dismissal from the college.

Violations of any of the following by a student constitute an offense which may result in disciplinary action.

A. The use of threatening or obscene calls, and obscene graffiti is considered unwarranted and below the dignity of members of the College community and will not be condoned.

B. Conduct Endangering Safety and Welfare. *Any conduct which endangers the safety and welfare of other individuals such as hazing, assault, battery, abuse or threat of abuse, on or off campus is prohibited.*

C. Use of Firearms, Weapons. *No student may possess, use or sell on campus any weapons or firearms, or any incendiary, explosive, or destructive device, including fireworks.*

D. Criminal Arrest. *If a student is arrested and charged with a serious or violent crime off campus, a hearing may be held as soon as possible to determine if his continued presence on campus presents a possible threat of danger to members of the College community. The infraction of a city ordinance, a state or federal*

law by a student constitutes a breach of college discipline.

E. Use of Illegal Drugs. The use, possession, sale, or distribution of narcotics and drugs, except as expressly permitted by law, is strictly prohibited.

F. Possession of Alcoholic Beverages. The consumption or possession of alcoholic beverages on campus is strictly prohibited. Also the consumption of alcoholic beverages by a student under drinking age constitutes a breach of College discipline. LaGrange College abides by and enforces the liquor laws of the State of Georgia. These laws prohibit anyone under the age of 21 to possess or consume alcoholic beverages.

G. Disorderly conduct, abusive, drunk and disorderly, violent or excessively noisy conduct on or in the vicinity of the College campus or at College functions is prohibited.

H. Giving False Information. Anyone knowingly making a false oral or written statement to any member of administration, faculty, staff, or student body with the intent to deceive may be disciplined accordingly. Using fake ID's subject student to sanctions.

I. Misuse of Keys. A student may not possess a key or key-type device to any College facility without proper authorization.

J. Misuse of Property. anyone who misuses, defaces, or damages, College buildings, property or Library holdings, or private property located on campus shall be subject to disciplinary action.

K. Unauthorized Solicitation. No one may solicit on the campus without the approval of the college administration.

M. Fire Equipment. Fire Equipment is for emergency use only. Abusing fire protection devices is prohibited.

N. Violation of Residence Hall Regulations. Students living in or visiting in campus residence halls must abide by all regulations of the halls.

O. Response to Official Request. Students must comply promptly with legitimate and reasonable directions and requests of college officials or security officers in the performance

of their duties.

P. Theft and Illegal Possession. The unauthorized taking, misappropriation, or possession of any property or library holdings owned or maintained by the College or by any person on campus is prohibited.

Q. Unauthorized Entry. A student may not enter, or attempt to enter any College building or room without proper authorization and legitimate purpose.

R. Fraudulent Use of Telephones. In the past several years numerous students in Georgia colleges and universities have been arrested and convicted of defrauding the telephone company. Any student who attempts to avoid payment of telecommunications service will be subject to disciplinary action by the College in addition to whatever action is taken by the telephone company or civil authorities.

S. Inappropriate Dress. Students are responsible for their own dress within the limits established by individual professors and the cafeteria manager.

T. Arson. Arson, vandalism and tampering with fire hoses, fire extinguisher or fire alarms are grounds for suspension.

U. Academic Dishonesty. Cheating, plagiarism, submitting another person's material as one's own, or doing work for another person which will receive academic credit are all impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged materials as if it were the student's own work.

V. Disruption of the Academic Process. While students are free to organize and join associations as long as they are open affiliations and not in conflict with any state or federal law or the stated aims of the charter of the College, participation in any form of activity that disrupts the ordinary academic pursuits or the regular operations of the College, that invades the rights of others, or that endangers persons or property, constitutes grounds for immediate dismissal.

CAMPUS RESOURCES

Academics

Advising

Academic advising is viewed as an extension of the teaching responsibility, and all faculty members are expected to serve as advisors. Major advisors are assigned when a student declares his/her major. Advisors for freshmen, however, are specially selected and trained to work with incoming students in planning a course of study for the freshman and subsequent years and to serve as mentors to freshmen. Each student is responsible for becoming apprised of and meeting graduation requirements. Freshman academic advising is coordinated through the College 101 program.

Writing Center

The Writing Center, located in the Banks Library is available to aid students with the writing process. The center is equipped with computer terminals and word processors so students can access Wordperfect. Peer tutors staff the writing center under the supervision of the director. Hours are posted quarterly.

Testing

The Student Development Office has available applications for the G.R.E., G.M.A.T., M.A.T., and L.S.A.T. When a student enrolls at LaGrange College, a one-time testing fee is paid. This fee covers the College Outcomes Measurement Programs (C.O.M.P.) which is given at the freshman level and again at the senior level. The fee also covers some personality and career testing as well as major exit tests.

Campus Computer Network

By way of fiber optics cables the library main academic building, administrative offices and all residence halls are connected to the College's mainframe computer. Students can access library catalog information from their residence hall rooms and faculty can make assignments by electronic mail. The college is connected to Internet through Peachnet allowing for worldwide communication.

Athletics and Recreation

LaGrange College men's and women's athletic team participate in 8 sports in the GAC Conference and NAIA Competition.

The college promotes a non-scholarship program and subscribes to a scholar-athlete philosophy in which academic pursuits are the primary purpose of higher education. Although, coaches recruit players for each team every sport invites "walk-on" try-outs from the student body.

Student activity fees help support the athletic programs and students may attend those contests at no charge.

C.R.I.S.

*The Campus Recreation and Intramural Sports program provides opportunities for wholesome recreation and competition among members of the campus community. Teams representing campus organizations and Independents compete in organized tournaments and events throughout the year. Competitive events include flag football, volleyball, basketball (Regulation, 3 on 3, H*O*R*S*E), Domino's dash, softball, badminton, tennis, intramural swim meet, and pickle ball. Winners of the campus tournaments in some of these events are eligible to represent LaGrange College in state or regional tournaments. Special awards are presented to the men's and women's groups with the highest participation rates and best record for the entire year. In addition, male and female "Athletes of the Year" are selected.*

The facilities and equipment of the Physical Education Department are available for student recreational use when these are not scheduled for instructional, athletic, or intramural sports use. The use of outdoor equipment (canoes, sailboats, backpacks, tents, stoves, lanterns) requires the payment of a small deposit which is refunded upon the safe return of the equipment. The Weight Room and Gymnasium are available for student/faculty/staff use during posted hours. A valid LaGrange College ID is necessary for entry during these hours.

Long Cane Access West Point Lake

The college leases from the Corp of Engineers the Long Cane Access on Lake West Point. Covered and uncovered picnic facilities are available. The area is kept locked and a key may be checked out from the Student Development Office.

Equipment Check-out

Equipment can be checked out through the intramural office at the Callaway Educational Building.

Gyms and Swimming Pool

These areas can be used and/or reserved through the intramural office or the natatorium office.



Campus Facilities and Services

Library

The Banks Library, located at the North East

corner of the campus, is the information center of the campus. The holdings, built to support the academic programs of the college, include books, journals, maps, micro forms, and audio video and electronic resources.

Price Theater

Price Theater, located on Forrest Avenue, serves as a classroom, home for LaGrange College Theater (LCT) and box office. Current students are entitled to one free ticket to productions of LCT. The Theatre Arts Department is always interested in prospective technicians, actors, or dancers. If interested contact Dr. Steven Edwards at 812-7323.

Callaway Student Center

Located on the Quadrangle, Callaway Center houses the post office, Snack Shack, student lounge, SGA office, Student Development Office, Career Center, Counseling Center, and Ballroom. These facilities can be reserved for meetings or other social functions.

Lost and Found

Lost and found services can be found in the Student Development Office, front desk, in Callaway Center. Items not claimed within 30 days are sold.

Student Organizations List

This list that includes the names and phone numbers of officers of student organizations is available in the Student Development Office.

Lamar Dodd Art Center

The Lamar Dodd Art Center gallery provides a changing exhibition program of visual art to the campus and local community.

Campus Post Office

All currently enrolled students should have an assigned campus box. The post office is located on lower level of Callaway Center.

I.D. Cards

I.D.'s are necessary for entrance to college dining hall, checking out materials from library and for admission to most campus events.

I.D.'s are made as a part of the registration process; at other times students should go to the Business Office in Quillian Building.

Bookstore

The College Bookstore is located in Smith Building adjacent to the Patio. Textbooks, instructional materials, and other personal items are available there.

Parking Permits

All vehicles used on campus must have a college parking permit. Permits are available at registration or from the office of Student Development.

Grades and Certification of Enrollment

The Registrar's Office will provide a copy of student's grades and will certify the enrollment of students for insurance or scholarship purposes.

International Student Services

International students can find assistance in several offices. For help with documents (I-20, etc.) see Mrs. McDonald in Registrar's Office; for help with class scheduling, living arrangements, driver's licenses, and personal problems, contact Mr. Mike Searcy, International Student Advisor or Student Development Office.

Finance

Check Cashing Service

The Bookstore and the Business Office will cash checks for currently enrolled students.

Financial Aid

The Office of Student Financial Planning, located in Smith Hall is the financial aid office for the college. They administer and coordinate all major federal, state, institutional, and private agency assistance programs and provide financial assistance and counseling to students who need help paying college expenses.

Local Banks

There are several full-service banks in LaGrange and all will provide service to students.

Food

ARAMARK provides the food service program for students and faculty at LaGrange College. Resident students must present their ID card for admission to dining hall; commuter and guests may use the dining hall on a cash basis. During the academic year beverages and snack food is available in the Snack Shack from 9:00 til 11:00 a.m. Monday through Friday.

Student Publications

"Hilltop News" is the campus newspaper written and published by students. The Director of Institutional Relations is adviser to the paper. The Quadrangle is the college yearbook that dates back to 1914 and contains a visual and printed record of the college. The Dean of Student Development manages institutional responsibility for these publications.

"The Scroll" is a campus magazine for creative arts. The Academic Dean manages institutional responsibility for this publication.

Student Directory

The SGA publishes a student directory every quarter. These are available from Student Development Office.

CONTACT Programs

Wednesdays, 11:00 a.m. is reserved for programs and presentations sponsored by various departments and units of the campus community. Students are encouraged to take advantage of these opportunities to enhance their classroom experience.



COLLEGE POLICIES AND PROCEDURES

Policies Pertaining to Students and Student Organizations

AIDS Policy

The policy of the College is to treat cases of HIV infection on a case-by-case basis. When a case of HIV infection or full-blown AIDS comes to the attention of the college, whether student, faculty, or staff member the college nurse, with the permission of the affected individual, will review the case, advise the college, and assist in the coordination of resources and service.

Based on current medical information concerning risk of infection, the College does not isolate persons with AID's or HIV infection from other individuals in the educational or work setting.

It is the policy of the College to provide education which seeks to prevent the spread of HIV infection, and to strongly encourage those who are infected or wish to know whether they are infected to seek early diagnosis and intervention which are crucial.

Alcohol & Drug Policy

Possession or Use of Alcoholic Beverages

Any student on the campus who is in possession of or under the influence of alcohol will be charged with a violation of College policy. Persons under 21 years of age are also in violation of state laws.

Possession, Sale and/or Consumption of Narcotics, Depressants, Stimulants, Hallucinogens, or Solvents.

The College does not condone the possession, consumption, ingestion, injection, or inhalation (without prescription or medical authorization) of substances that have the capacity to change a person's mood, behavior, or mind, or modify and relieve pain, such as, but not limited to marijuana, opiates, amphetamines, barbiturates, hallucinogens, psychedelics, or solvents. Any student or students found to be in conflict with the above or in violation of local, state, and federal narcotics laws, will be referred to the Dean of Student Development, who will determine the sanction. The sanction may result in a separation from the College.

LaGrange College recognizes the challenge to address drug and alcohol abuse in today's society. The College policy is that no alcohol or drugs are permitted on any area of the campus. The use of alcohol and other addictive substances are acceptable in other segments of today's world, however; LaGrange College aims to provide its students with effective programs to reduce the problems of alcohol and drug abuse.

The Student Development staff includes a counselor who will work with students, faculty, and staff who may have problems or know of persons who have alcohol or drug-related problems. Also, the Student Development Office sponsors, along with SGA and Residence Life, a number of educational programs directed at informing and making students aware of the detrimental effects of addicting behaviors.

Equality of Access

LaGrange College does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, so specified by federal laws and regulations. The coordination for compliance with Section 504 of the Rehabilitation Act of 1972, as amended, is Nancy Alford, Dean of Student Development, located in Callaway Center, 812-7251.

Firearms - Possession and Use

The possession of firearms and weapons on the College campus is prohibited. The term "firearm" is defined for the purpose of this policy to include, but not be limited to, rifles, pistols, shotguns, pellet guns, BB guns, and similar weapons.

Greek Organizations

Greek organizations at LaGrange College are a component of the institution's total educational program. As such, they are partners with the college in a mutually supportive endeavor. Therefore, Greek organizations share a responsibility for strengthening the total quality of student life, by making a significant positive contribution to present and future students. Because of their importance to their own members, Greek Chapters have certain rights and responsibilities within their community. Among their rights are: 1) Choosing their members; 2) participating as a unit in campus group activities; 3) participating in self-governing activities through the Interfraternity Council and the Panhellenic Council; 4) providing the opportunity for participation in educational experiences.

Among their responsibilities are:

1) Conducting all activities in accordance with regulations and policies of LaGrange College and their general fraternity, including policies on non-discrimination on the basis of race, creed, religion, age, national origin, sexual orientation or disability; 2) complying with their charter and by-laws developed in consultation with and approval of their general fraternity; 3) operating their chapter affairs in a business-like manner consistent with their constitution and College policies; 4) maintaining an atmosphere within their chapter and its activities supportive of high academic standards.

All fraternities and sororities are required to have a faculty or community/alumni adviser.

Fraternities and sororities exist at the College only at the invitation of the College. This invitation is formally extended by the President of the College and can be withdrawn if a fraternity or sorority fails to comply with College regulations and policies, including but not limited to policies established by the Student Development Office.

Hazing

It is a violation of Georgia State Law and LaGrange College policy for students to engage in any activity that may be described as hazing. Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; or which

inflicts or intends to cause mental or physical harm or anxieties; or which may demean, degrade or disgrace any person regardless of location, intent, or consent of participants. In addition, hazing can be defined as any action or situation which intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation or full admission, or affiliation with any organization operating under the sanction of LaGrange College.

Any student organization found to have violated this policy may face loss of recognition as a student organization. Further, any student found to be involved in any hazing activity will face disciplinary action, and is subject to a maximum sanction of expulsion or suspension from the College. Students, as well as their respective organizations, are also subject to civil and criminal action as it relates to the state law prohibiting hazing.

Illness Policy

Students who are absent from classes or examinations because of illness should contact their professors on a timely basis to discuss their individual situation. Students needing to withdraw from all courses for a given term for medical reasons should contact the Student Development Office for procedural information.

Non-Discrimination

LaGrange College does not discriminate on the basis of age, color, race, national or ethnic origin, handicap, or sex in the administration of educational policies, admissions policies, financial aid, employment or any other program or activity. LaGrange College Title IX coordinator is Dean Nancy Alford, Callaway Center, (706)812-7251.

Racial Harassment

LaGrange College expects its students to treat other persons with respect and human dignity. Any behavior that results in the harassment or intimidation of another person related to the race of that person will not be tolerated and is a violation of the College's Code of Student Conduct.

RESIDENCE SECURITY TIPS

Keep dead bolts locked at all times.

Have a plan of escape from your residence in case of fire or other emergency.

Know all emergency response numbers.

Lock up even when at the pool, laundry, game room or a neighbors residence for a few minutes.

Do not allow unknown persons into your residence hall, apartment, or house.

Do not prop open exterior residence hall doors.

Have keys in hand to unlock doors when returning home, especially at night.

Upon returning to your residence, if you find signs of forced entry leave immediately, seek safety, and notify the police.

Be familiar with the security services available to your community.

Report all suspicious persons or activity to the appropriate law enforcement agency.



Sexual Harassment

LaGrange College expects its students to treat other persons with respect and human dignity in all interpersonal relationships. Any behavior that results in the sexual abuse, harassment, or intimidation of another person, or any unwanted objectionable sexual attention towards another person, will not be tolerated and is a violation of the College's Code of Student Conduct.

Sexual harassment is defined as objectionable, unwanted sexual attention from either a person in a position of authority or power or from a peer. Sexual harassment also can involve verbal or written communication of a sexual nature that create an intimidating, hostile, or offensive educational or work environment. Students who have experienced sexual harassment or who have friends who have been harassed may find it helpful to discuss the situation with someone. Confidential counseling services are available at the Counseling Center, Callaway Center, or the Health Center, Hawkes Building. Staff in the office of Student Development have been designated to assist students who have complaints or questions about sexually offensive behavior by faculty, staff, and students. Students can also contact advisers and other administrators. Students are encouraged to report incidents of sexual harassment so that the College can identify and deal with problems of sexual harassment.

LaGrange College expects its students to treat other persons with respect and human dignity in all interpersonal relationships. Any behavior that results in the sexual abuse, harassment, or intimidation of another person will not be tolerated and is a violation of the College's Code of Student Conduct.

Solicitation

Individuals or student organization may not engage in commercial sales and fund-raising projects unless the proceeds from such sales and projects are used for charitable or philanthropic purposes. Clearance for such activities must be obtained in advance from Student Development Office.



STUDENT RECORDS

Introduction

In general, all present and past students have the right to personally review their own educational records for information and to determine the accuracy of these records. Parents of independent standards, as defined by the Internal Revenue Service, have these same rights. A photo ID or other equivalent documentation, or personal recognition by the custodian of record will be required before access is gained.

LaGrange College assures the confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act of 1974.

Exception to Access Rights

Students do not have access to:

- 1) personal notes of administrative, faculty, or supervisory personnel which are not accessible to or revealed to other parties;*
- 2) financial information of parents;*
- 3) confidential letter of recommendation placed in files before January 1, 1975, or those where student has waived right to access, or*
- 4) medical, psychiatric or psychological data recorded by professionals or paraprofessionals solely for their own use in treatment of the student: however, such records can be reviewed by a physician or other appropriate professional of the student's choice.*

Student Consent Prior to Records Release

Student educational record information will not be transmitted to third parties outside the College without the student's written consent, with the following exceptions:

- 1) Public Information: Student's name, address, telephone listing, academic major, dates of attendance, awards received,*

participation in officially recognized activities, and sports, weight and heights of athletic team members. This information will be released to anyone requesting it. Information which can be released to the public on any student is name, class, major, date of attendance; degree earned; awards received; local and permanent address, and telephone number. The above-cited information will not be released if a student notifies the Registrar's Office not to release information.

2) To parents if the student is financially dependent upon the parent (IRS code definition). The burden of identifying such dependency rests with the student or parent.

3) Information concerning application for or receipt of financial aid, which may be released to official agencies involved in decisions on aid allocations.

4) Information released to College officials with a legitimate educational interest.

5) Information required by federal or state agencies as specifically provided by law.

6) Information needed in connection with an emergency to protect the health or safety of the student or other persons, as authorized by Department of Education regulations.

Types of Records Maintained

Examples of "educational records" maintained on a student may include but are not necessarily limited to, the following:

Academic

Admission data, courses attempted, grades, dates of enrollment, degrees awarded, academic hours and awards received - Registrar's Office.

Alumni

Personal, educational, and professional data; contributions and gifts - Alumni Office and Advancement Office.

Athletics

Intercollegiate participation data - Athletic Department and Institutional Relations Office.

Health

*Medical - Student Health Center
Psychological - Counseling Center*

Conduct

Disciplinary records, law violation - Student Development Office.

Recommendation

Personal evaluation, academic evaluation, employment evaluations - office of record for type of evaluation made.

Employment

Student employment information and opportunity profiles W-2 cards - Student Financial Planning Office.

Placement data, resumes, letter of recommendation - Career Center.

Relationship of Disciplinary Records to Academic Record

Conduct records, disciplinary records, law violations are kept in the Student Development Office. These files are separate from academic transcripts and are confidential as noted above.

In extreme cases where suspension or expulsion are involved, an overlay will be placed on the academic transcripts for as long as the function is enforce. This overlay reads:

Extra-curricular

Organization, offices held, honors and awards received, accomplishments, biographical data - Student Development Office.

This transcript reflects only the academic record of the student; this student currently is not in good standing and further information should be requested from the Student Development Office.

Financial

Student's (Parent's) confidential statements, Financial Aid data - Student Financial Planning Office.

Charges, payments, delinquent accounts - Business Office.

Records in the Student Development are maintained for a period of four years following the date of graduation. A student may request to have his/her disciplinary record destroyed. The record will be evaluated and the Dean of Student Development will make decision concerning the keeping or destruction of that record. Records of students who have serious offenses or two or more offenses will not be destroyed until four years after the student's graduation date. Records of students who are expelled are permanent.

General

Directory information, correspondence, biographical data - office of record to which information was provided or correspondence addressed.

STUDENT GRIEVANCE PROCEDURE

PURPOSE

LaGrange is committed to a policy of treating all members of the College Community fairly in regard to their personal and professional concerns.

The primary objective of a student grievance procedure is to insure that concerns are promptly dealt with and resolution reached in a fair and just manner. It is essential that each student be given adequate opportunity to bring complaints and problems to the attention of College administration with the assurance that each will be given fair treatment.

Definition

A grievance is defined as dissatisfaction occurring when a student feels or thinks that any condition affecting him/her is unjust, inequitable, or creates unnecessary hardship. Such grievances include, but are not limited to, the following: Academic problems (excluding grades), mistreatment by any college employee, wronged assessment and processing various fees, records and registration errors, student employment and discrimination because of race, national origin, sex, marital status, religion, age, or handicap.

Grievance Procedure

The initial phase of the student grievance procedure normally requires an oral discussion between the student and the person(s) alleged to have caused the grievance in order to discuss and resolve the grievance. The meeting should be held as soon as the student first becomes aware of the act or condition that is the basis for the grievance. If the student decides not to meet with the person(s) alleged to have caused the grievance, or consider the response to this discussion to be unsatisfactory and feels that the grievance still exists, the grievance should be put in writing and filed with the next level supervisor as outlined below:

Nature of Grievance Order of Contact

Academic Problems (Excluding grades and academic progress)

- 1) Instructor*
- 2) Department Chair*
- 3) Academic Dean*
- 4) Academic Appeals Committee*

Academic Records and Registration

- 1) College Registrar*
- 2) Academic Dean*

Payment and assessment of registration fees, fines, and other indebtedness to the College.

- 1) Student Accounts/Business Office*
- 2) Controller*
- 3) President*

Traffic and Parking

- 1) Traffic Officer*
- 2) Administrative Assistant/Student Development*
- 3) Dean of Student Development*
- 4) Student Affairs Appeals Committee*

Housing

- 1) Resident Assistant*
- 2) Hall Director*
- 3) Director of Residence Life*
- 4) Dean of Student Development*
- 5) Student Affairs Appeals Committee*

Racial Discrimination

- 1) Alleged aggrieving party*
- 2) Dean of Student Development*
- 3) Vice President for Student Life*

Discrimination Based on Disability

- 1) Alleged aggrieving party*
- 2) Dean of Student Development*
- 3) Vice President for Student Life*

Sex Discrimination

- 1) Alleged aggrieving party*
- 2) Dean of Student Development*
- 3) Vice President for Student Life*

Harassment

- 1) Alleged aggrieving party*
- 2) Dean of Student Development*
- 3) Vice President for Student Life*

Additional assistance and information may be obtained from the Student Development Office in Callaway Center.

Grievance Appeal Procedure

Any student who is not satisfied with the response after utilizing the administrative channels outlined above should present the grievance in written form to the Academic Dean or the President with a copy to the individual(s) complained about.

At the time the student presents the Dean or President with the written grievance, he/she will be provided two options for achieving final resolution of the problem.

- 1. The student may choose to have the Dean or President decide the disposition of the grievance; or*
- 2. The student may choose to have one of the appeals/review committees to investigate the case.*



CAMPUS SAFETY

LaGrange College is one of the oldest private institutions in the South with its main campus located on the highest point in LaGrange. With the acquisition of the Callaway Education Association property the College acreage more than doubled and a swimming pool, auditorium and multi-use building was added to the existing twenty-one buildings.

The College is an open campus, and can be considered a community within a larger community. As such, the campus is not immune from the same problems which affect all communities. One of the major problems we share is the presence of crime. Unfortunately, because many students, faculty, and staff view the college as a shelter from problems of the outside world members of the college community can be easy victims of crime.

LaGrange College recognizes the importance for an institution of higher learning to develop and maintain a safe and secure environment in which the academic and social pursuits of its members can be fully realized.

The College has the utmost concern for the success of each student and strives to give each student maximum freedom to live his/her life free from outside interference. With this freedom, however, comes the responsibility of becoming an active participant in the exercise of personal safety.

No community's security plan can attain maximum effectiveness unless everyone in the community contributes to making it work. Safety and security are both personal and shared responsibilities. Only by accepting this responsibility can members of the community maintain a safe and secure environment.

This special security section of the Hilltopics is provided to you as a part of LaGrange College's commitment to safety and security on campus and satisfies all the requirements of the Federal Crime Awareness and Campus Security Act of 1990. It is filled with information about a variety of security services and programs which are available to you as a member of the college community. We hope that you will become familiar with this information and find the programs useful.

Policies affecting Safety and Security

College policies exist for the purpose of providing a basis for quality campus life and for setting a standard of conduct for all members of the college community which is conducive to achieving the objectives of the College. Stated below are excerpts from college policies as they relate to issues of safety and security. For your safety and the safety of others, please read and become familiar with these policies.

Conduct Standards

The student conduct code and other appropriately published rules of conduct play an important role in the College's commitment to provide for the safety and security of all its members. Failure of students, faculty, staff, or student organizations to comply with established laws or college regulations may subject violator(s) to appropriate action by college or other appropriate civil authorities. Such arrest action might include referral to college disciplinary processes and even the possibility of arrest. LaGrange College does not exempt students or employees from federal, state, or local laws.

Sexual Abuse and Harassment

LaGrange College expects its students to treat others with respect and human dignity in all relationships. Any behavior that results in the sexual abuse, harassment, or intimidation of another person, or any unwanted objectionable sexual attention towards another person, will not be tolerated and is a violation of the College Student Conduct Code and Georgia law.

Alcoholic Beverages Policy

The possession and/or use of alcoholic beverages is prohibited at all College functions and facilities, including those sponsored off campus. Students who violate this policy will be subject to college discipline up to and including separation from the college. Students are subject to Georgia state laws regarding alcoholic beverages.

Drinking Age Laws

Georgia State Statute 3-3-23 makes it unlawful for any person:

- *under the age 21 years to have in his or her possession alcoholic beverages;*
- *to sell, give, serve, or permit to be served alcoholic beverages to a person under 21 years of age or to permit a person under 21 years of age to consume said beverages on the premises;*
- *to misrepresent or misstate his or her age or any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve or deliver any alcoholic beverages to a person under 21 years of age.*

Drug Policy

The possession and use of controlled drugs by members of the LaGrange College Community is prohibited. Under the Code of Student Conduct, students at LaGrange College who possess, use or deliver controlled substances and "designer drugs" not dispensed and used pursuant to prescription are subject to disciplinary action, up to and including expulsion from the College. Disciplinary action against a student under College rules does not preclude the possibility of criminal charges against that individual. The filing of criminal charges similarly does not preclude action by the college.

The use of illegal drugs and the misuse of prescription and other drugs pose a serious threat to the physical and mental well-being of students, faculty, staff, visitors and guests of the College. The College is committed to providing accurate information and educational programs to prevent such use of drugs. If further information is required about these programs, services, and the assistance available at the College. Please contact the Counseling Center, Chaplain's Office, or Student Development Office.

Firearms - Possession and Use

The possession of firearms and weapons on the College campus is prohibited.

For the convenience of persons residing on the LaGrange College Campus, weapons may be registered and stored for safekeeping at the Student Development Office.

Disruptive Behavior at College Events

Actions by individuals or groups that disrupt an athletic or any other event on the LaGrange College Campus or that inhibit the opportunity for other members of the College community to

observe the event in reasonable safety are unacceptable at LaGrange College. Those individuals or groups that are disruptive will be charged with violations of the Student Conduct Code and will be subject to criminal charges where applicable.

Security Services

The Student Development Office has primary responsibility for the security of LaGrange College. The Office's mission is to create and maintain a safe and secure environment. This includes protecting lives and securing property, and preserving peace and order. There are two main branches of services: security operation and education.

Security Operations

The security service offices provide 16-hour-a-day patrol protection of College facilities, including academic/administrative buildings, parking lots and grounds. Security officers check in at the residence halls but do not routinely patrol the buildings unless requested to do so.

Security officers respond to all reports of crime, fire, medical and other emergencies and call in and coordinate with the City of LaGrange Fire and Police Departments. They complete incident reports, interview witnesses, gather facts, and conduct preliminary investigations. Officers lock and unlock buildings, admit authorized persons into locked areas, and monitor fire and burglary alarm systems.

Education

The Student Development Office provides numerous support functions for the security of the campus. A variety of programs are available to students and employees. Some of the programs presented include:

Opportunity Crime and Operation ID

Play it Safe in the Residence Halls

Self-Defense for Women

Alcohol and Alcoholism

Illegal Drugs

Campus groups are encouraged to sponsor

these programs to increase attendance and bring together individuals with common concerns. The programs focus on taking personal responsibility for individual safety, how to avoid unsafe situations, services available from Student Development, and how to obtain assistance. Individuals interested in the educational programs should contact the Dean of Student Development. Related programs on acquaintance rape, alcohol, relationships, and self-defense are offered by the Counseling Center, Student Health Center, and Residence Life Office.

Relationship with Local Law Enforcement Agencies

The College is located in the city of LaGrange. The police department is located approximately 1.5 miles from the campus. The Student Development Office and the campus security service have a close working relationship with LPD, communicating on items of mutual concern. LPD dispatches officers when a felony is reported, a victim requests them, or when an arrest is to be made. The work with the Dean on complex or specialized cases.

LPD provides timely reports of criminal activity in the surrounding areas. A representative from LPD meets with the campus law enforcement director to discuss mutual concerns, coordinate programs, and exchange information.

Reporting Emergencies or crimes on campus

All emergency situations involving:

- * a crime in progress
- * a medical emergency
- * a fire

should be immediately reported to 9-1-1. All phones, both on and off campus, including pay phones may be used to dial 9-1-1 at no charge. While on campus, persons should be aware that different telephone systems might require you to dial for "outside line" before dialing 9-1-1.

To report any non-emergency incident occurring on campus, the security officers can be called directly at 885-7656. When calling for either emergency or non-emergency service,

be prepared to:

1. Clearly identify yourself.
2. State from where you are calling.
3. State the nature of your call.

All incidents should be reported to the Residence Staff and/or Student Development Office.

Traffic and Parking

The Student Development Office is responsible for the enforcement and administration of all parking rules and regulations at the College. Parking decals are purchased in this office or at Registration.

On Campus Crime Statistics

The following statistics, provided in compliance with the Crime Awareness and Campus Security Act of 1990, are for your information. If you have any questions, contact the Student Development Office at 812-7251.

<u>Reported Crimes</u>	<u>1996</u>	<u>1997</u>
Homicide	0	0
Rape	0	0
Robbery	0	0
Burglary	12	15
Assault	0	0
Vehicle Theft	0	0

In addition to the preceding statistics the number of crimes reported in each respective category, the following are arrest statistics associated with each respective offense.

	<u>1996</u>	<u>1997</u>
Liquor Law violation	6	0
Drug Related violation	0	0
Weapons violation	0	1

Note: These statistics are calculated on a calendar year basis and reflect only those crime/arrests that occurred on the LaGrange College Campus.

TELEPHONE INDEX

<i>Academic Dean</i>	812-7235	<i>Kappa Sigma</i>	882-3532
<i>Admission</i>	812-7260	<i>Lamar Dodd Art Center</i>	812-7211
<i>Advancement</i>	812-7257	<i>Library</i>	812-7233
<i>Alumni</i>	812-7245	<i>Maintenance</i>	812-7296
<i>ARAMARK</i>	812-7210	<i>Mathematics</i>	812-7209
<i>Athletic Director</i>	812-7262	<i>Music</i>	812-7219
<i>Auditorium</i>	812-7321	<i>Nursing</i>	812-7220
<i>Ballet</i>	812-7213	<i>Personnel</i>	
<i>Baseball Coach</i>	812-7262	<i>Faculty</i>	812-7236
<i>Basketball Coach</i>	812-7261	<i>Staff</i>	812-7240
<i>Biology</i>	812-7254	<i>Maintenance</i>	812-7296
<i>Boatwright Hall</i>	883-1400	<i>Phi Kappa Pi</i>	882-8636
<i>Bookstore</i>	812-7215	<i>Physics/Chemistry</i>	812-7304
<i>Box Office</i>	812-7213	<i>Pitts Hall</i>	845-2205
<i>Business Administration</i>	812-7280	<i>Placement Office</i>	812-7286
<i>Business Office</i>	812-7277	<i>Political Science</i>	812-7226
<i>Cafeteria</i>	812-7210	<i>President</i>	812-7230
<i>Callaway Gym</i>	812-7341	<i>Price Theatre</i>	812-7323
<i>Chaplain</i>	812-7205	<i>Psychology</i>	812-7284
<i>Chemistry/Physics</i>	812-7304	<i>Records</i>	812-7237
<i>Computer Lab</i>	812-7229	<i>Registrar</i>	812-7237
<i>Computer Science</i>	812-7279	<i>Religion</i>	812-7258
<i>Costume Shop</i>	812-7214	<i>Security</i>	885-7656
<i>Counseling</i>	812-7313	<i>SGA Office</i>	882-6167
<i>Curator, LDAC</i>	812-7211	<i>Soccer</i>	812-7283
<i>Delta Tau Delta</i>	845-0776	<i>Social Work</i>	812-7204
<i>Dining Hall</i>	812-7210	<i>Sociology</i>	812-7204
<i>Economics</i>	812-7280	<i>Softball Coach</i>	812-7320
<i>Education</i>	812-7276	<i>Spanish</i>	812-7310
<i>English</i>	812-7242	<i>Student Accounts</i>	812-7277
<i>Financial Aid</i>	812-7241	<i>Student Development</i>	812-7269
<i>Foreign Languages</i>	812-7270	<i>Student Loans</i>	812-7249
<i>French</i>	812-7270	<i>Sunny Gables</i>	812-7220
<i>Gym</i>	812-7330	<i>Theatre Box Office</i>	812-7213
<i>Hawkes Hall</i>	883-1301	<i>Ticket Office</i>	812-7213
<i>Henry Hall</i>	883-1500	<i>Transcripts</i>	812-7238
<i>History</i>	812-7227	<i>Tuition</i>	812-7277
<i>Housekeeping</i>	812-7296	<i>Turner Hall</i>	883-1444
<i>Housing</i>	812-7251	<i>Volleyball</i>	812-7320
<i>Health Center</i>	812-7267	<i>Volunteer Center</i>	812-7225
<i>Information</i>	0	<i>Work-study</i>	812-7241
<i>Institutional Relations</i>	812-7247	<i>Writing Center</i>	812-7285
<i>Institutional Research</i>	812-7271		
<i>Insurance</i>	812-7327		
<i>Intramurals</i>	812-7306		

1. Cafeteria
2. Smith Hall
3. Quillian Building
4. Student Center
5. Hawkes Hall
6. Banks Library
7. Pitts Hall
8. Manget
9. Chapel
10. Science Building
11. Boatwright Hall
12. Turner Hall
13. Henry Hall
14. Gymnasium
15. Sunny Gables
(Nursing Division)
16. Center for Community
Studies - Candler Cottage
17. President's Residence
18. Price Theater
19. Lamar Dodd Art Center
20. Softball Fields
21. Natatorium (Pool)
22. Callaway Campus
Tennis Courts
23. Callaway Education
Building
24. Auditorium



